



## वेस्टर्न कोलफील्ड्स लिमिटेड

(भारत सरकार का मिनी रत्न श्रेणी - I उपक्रम)

### Western Coalfields Ltd.

(A Miniratna Cat.-I Government of India Undertaking)

कार्मिक एवं औद्योगिक संबंध विभाग

PERSONNEL & INDUSTRIAL RELATIONS DEPTT.

Phone No. : 0712-2510439

e-mail: generalmanager.ir@gmail.com

पंजीकृत कार्यालय : कोल ईस्टेट, सिविल लाइन्स, नागपुर - ४४० ००१

CIN : U10100MH1975GOI018626

Regd. Office. : Coal Estate, Civil Lines, Nagpur - 440 001

Website : westerncoal.nic.in

WCL/IR/MP/SELECTION/2024-25/ 1898

Date: 14.12.2024

### INTERNAL NOTIFICATION (ONLY FOR EMPLOYEES OF WCL) SPECIAL SELECTION DRIVE FOR ST BACKLOG VACANCIES

Applications through proper channel are invited from eligible departmental candidates of Western Coalfields Limited **belonging to Scheduled Tribe (ST) category** for the post of Clerk (Trainee), T&S Grade III as per the pay scale of NCWA - XI, as detailed below:-

S. No.	Post	Vacancy	Minimum Qualification & Eligibility	Mode
1	Clerk (Trainee), Grade III	55 (ST)	<b>Minimum Qualification:</b> Matriculation or Equivalent examination from any recognized Board of Examination  <b>Experience:</b> 03 years service in the company	Selection/ Test

**The following norms shall be adopted for selection of the candidates for the above post:-**

1. Selection of the candidates will be done on the basis of Aptitude Test, Computer Proficiency Test and Educational Qualification as shown below: -

Aptitude Test (Objective Type) : 100 questions (90 Minutes duration)  
Maximum Marks : 100 Marks  
Minimum Pass Marks : 40 Marks (after 10% relaxation)

Computer Proficiency Test : 30 Minutes duration  
(MS Word, Excel & PowerPoint)  
Maximum Marks : 10 Marks  
Minimum Pass Marks : 4 Marks (after 10% relaxation)

Educational Qualification :  
Post Graduate degree : 10 Marks  
Graduate degree : 7 Marks  
Higher Secondary/12th Pass : 5 Marks  
Matriculate/10th Pass : 3 Marks


**Total Maximum Marks : 120 Marks**

80/12

2. Those candidates who qualify the written test shall only be called for the computer aptitude test. The candidates who qualify both the tests shall only be considered for empanelment for selection.
3. The candidates shall be empanelled in the order of merit based on total marks obtained in Aptitude test, Computer Proficiency Test and Educational Qualification combined together. In cases where the same mark is obtained by more than one candidate, their merit shall be decided on the basis of Date of Appointment, i.e., the candidate who was appointed first, shall be placed above the candidate who was appointed later. If there is a tie again, then the Date of Birth (elder being the first) will be considered for deciding the merit position.
4. The monthly rated employees already working in grades above Clerical Gr. III/ T&S Grade "E" or statutory post in the monthly rated category will not be considered for selection.
5. Only permanent employees of WCL who possess the required qualification as per cadre scheme on the date of issue of notification will be considered for the selection.
6. The selected candidates shall be posted in any Area/Establishment of WCL as per requirement.
7. Selected candidates shall be placed as Clerk (Trainee), Gr. III for a period of one year and only on successful completion of the training period, they shall be confirmed in Gr. III, else they shall be reverted to their original post. Further growth of the selected candidates will be as per respective cadre scheme of the post.

#### **Instructions for filling applications**

1. The candidates are advised to go through the complete notification carefully for assessing & ensuring eligibility in accordance with the qualifications and other norms before submitting the application.
2. The candidates should send their applications in prescribed proforma (enclosed), affixing recent photograph duly attested by the controlling officer/unit-in-charge, along with self-attested educational/statutory certificates as per eligibility prescribed above **through proper channel only**.
3. The respective Controlling Officer/Unit In-charge shall ensure correctness of the details mentioned in the application, counter sign with seal the documents enclosed with the application in each case (on the basis of original document) and also ensure that the **Annual Performance Ratings and Departmental Clearance Certificate** in the application proforma is duly certified before forwarding the same to APM of the Area.
4. The APM of the Area must ensure that the original complete applications of only those eligible candidates, who have secured minimum **Good rating** in performance should be physically forwarded to Dy. GM (P/IR) for consideration. In case of candidates of WCL HQ, the concerned HOD shall forward the applications to Dy. GM(P/IR) as above.

 14/12

5. The data of candidates in excel format (as per enclosed proforma) shall also be provided in soft copy for the notified post separately to Dy. GM (P/IR) through email on [gmir1.wcl@coalindia.in](mailto:gmir1.wcl@coalindia.in).
6. Applications submitted in any format other than the prescribed form may not be accepted. Applications received directly from any candidate shall not be entertained.

### **Important Note**

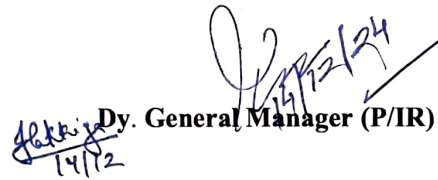
1. Departmental candidates **belonging to only ST category** having valid ST certificate shall be eligible to apply for the above post.
2. Only those candidates who are willing to work in any Areas/Establishments of WCL on selection may apply against this notification.
3. The selected candidates shall be posted in the Areas/Establishments of WCL as per the requirement.

### **Important Dates**

1. Cut-off date for determining the eligibility of the candidates as per cadre scheme will be the date of issue of the internal notification.
2. Last date of receipt of application & soft copy of proforma of verified data at IR Department, WCL HQ is **03.01.2025 and applications received after 03.01.2025 will not be entertained.**

All concerned are requested to please arrange to give wide publicity amongst the employees and also display a copy of this Notification on Notice Boards.

Encl: Application format & proforma for verified data

  
Dy. General Manager (P/IR)

### **Copy to:**

- TS to D(P), WCL, HQ, Nagpur
- All HODs/GM, WCL, HQ, Nagpur.
- All Area General Managers WCL Areas & CWS Tadali
- All Area Personnel Managers WCL Areas & CWS Tadali
  - a) To ensure submission of applications from the eligible candidates before the last date.
  - b) Forward the applications of those candidates only whose CR rating is GOOD & above.
  - c) Vigilance Clearance of eligible candidates should be sent separately.
- Manager (P), IR/SE, WCL, Nagpur
- All Notice Board, WCL HQ, Nagpur.



# वेस्टर्न कोलफील्ड्स लिमिटेड

## आवेदन का प्रारूप

( बायो डाटा, सीआर एवं विभागीय अनापत्ति )

अधिसूचना क्र. एवं पद जिसके लिए आवेदन किया गया है : \_\_\_\_\_

नाम : \_\_\_\_\_

पिता का नाम : \_\_\_\_\_

एन ई आई एस क्र० : \_\_\_\_\_

वर्तमान पदनाम / ग्रेड / श्रेणी : \_\_\_\_\_

जन्म तिथि : \_\_\_\_\_

लिंग : \_\_\_\_\_

प्रारंभिक नियुक्ति की तिथि : \_\_\_\_\_

मोबाइल नं. \_\_\_\_\_ ईमेल : \_\_\_\_\_

स्वास्थ्यकृत पासपोर्ट  
साइज़ फोटोग्राफ

अनुसूचित जनजाति (ST) का जाति प्रमाण पत्र संलग्न करें

यदि PWD हैं तो (प्रमाण पत्र संलग्न करें): YES / NO (IF YES, PLEASE TICK ANY ONE)

वर्तनाम कार्यस्थल : क्षेत्र \_\_\_\_\_ इकाई: \_\_\_\_\_ विभाग: \_\_\_\_\_

शैक्षणिक / तकनीकी योग्यता ( साक्ष्यांकित प्रतियां संलग्न करें )

क्र.	शैक्षणिक / तकनीकी योग्यता	पास होने की तिथि / वर्ष	श्रेणी	%	बोर्ड / यूनिवर्सिटी / संस्था
1					
2					
3					
4					

लंबित आरोप पत्र / जांच कार्यवाही/ दंडादेश (यदि हो तो ) कि जानकारी : \_\_\_\_\_

### घोषणापत्र

मैं यह घोषणा करता/करती हूँ कि मेरे द्वारा दी गई उपरोक्त जानकारी/विवरण सत्य है तथा उपरोक्त जानकारी/विवरण असत्य पाए जाने पर दंडात्मक कार्यवाही का हकदार रहूंगा / रहूंगी। मैं यह भी सहमति देता/देती हूँ कि उपरोक्त पद पर चयन होने पर जिस क्षेत्र/इकाई / विभाग में मेरी पदस्थापना की जाएगी मैं वहाँ अपना कार्यभार निर्धारित समयावधि पर ग्रहण करूंगा/करूंगी।

दिनांक : \_\_\_\_\_ स्थान: \_\_\_\_\_ (अभ्यर्थी का हस्ताक्षर)  
नोट: उपरोक्त सभी स्थान (फिल्ड) अनिवार्य रूप से भरें अन्यथा आवेदन अस्वीकार किया जा सकता है।

### पिछले तीन वर्षों के दौरान कार्य निष्पादन

2021-22	आउटस्टैंडिंग	बहुत अच्छा	अच्छा	( )
2022-23	आउटस्टैंडिंग	बहुत अच्छा	अच्छा	( )
2023-24	आउटस्टैंडिंग	बहुत अच्छा	अच्छा	( )

नियंत्रण अधिकारी / यूनिट प्रभारी के हस्ताक्षर  
(कार्यालयीन सील एवं दिनांक )

### विभागीय क्लियरेंस

यह प्रमाणित किया जाता है कि श्री / श्रीमती / कु \_\_\_\_\_ के विरुद्ध कोई भी विभागीय कार्यवाही लंबित नहीं है ;

### अथवा

श्री / श्रीमती/ कु \_\_\_\_\_ के विरुद्ध आरोप पत्र क्र. \_\_\_\_\_ दिनांक \_\_\_\_\_ जारी किया गया है जिसकी जांच कार्यवाही लंबित है।

नियंत्रण अधिकारी / यूनिट प्रभारी के हस्ताक्षर  
(कार्यालयीन सील एवं दिनांक )

क्षेत्रीय कार्मिक प्रमुख के हस्ताक्षर  
(कार्यालयीन सील एवं दिनांक )

**Proforma for verified data for the post of Clerk (Trainee) Grade-III (For departmental candidates)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			21	22	23	
Sr No.	Name of the Employee	Father's Name	NEIS No.	Designation	Present grade/category	Date of Birth	Date of Appointment	Gender (M/F)	Mobile No.	E-mail Id	ST (Yes/No)	PWD	Area / WCL HQ	Unit / Department	10th	12th	Graduation	Post Graduation	C.R.			DC (Yes / No)	V.C (Yes / No)	Remarks	
															Year of Passing	Year of Passing	Year of Passing	Year of Passing	2021-22	2022-23	2023-24				
1																									
2																									
3																									
4																									
5																									

Instruction for filling the verified data in the proforma

Area Personnel Manager

- 1 Applicants data should be verified from the service records, only verified and authentic data should be entered in the proforma
- 2 Proforma should be filled using font style calibri and font size 11
- 3 Dates should be entered in DD-MM-YYYY format
- 4 Present designation & present grade / catg. should be filled separately in respective columns